



**DEFENSE SECURITY SERVICE**  
1340 BRADDOCK PLACE  
ALEXANDRIA, VA 22314-1651

**JAN 31 2000**

Dear Facility Security Officer:

As part of the ongoing review of the personnel security clearance process, it came to the attention of the Deputy Secretary of Defense, Dr. John J. Hamre, that the backlog of the periodic reinvestigations (PRs) in government and industry has reached unacceptable proportions. Consequently, DoD is undertaking an intensive initiative to eliminate the PR backlog and we are soliciting your support as the Facility Security Officer of one of the cleared facilities to assist us with this critical task.

The backlog includes TOP SECRET investigations that are beyond 5 years old, SECRET investigations beyond 10 years and CONFIDENTIAL investigations beyond 15 years. Currently, we are not able to request investigations on a by-name basis due to limitations of our Case Control Management System. Therefore, we are asking that you review the clearances issued to your facility's employees and begin submitting your PR requests via Electronic Personnel Security Questionnaires as soon as possible. Requests for all of your employees who require a PR should be submitted no later than December 31, 2000. However, we do ask that wherever possible, you begin submitting your PR requests by March. Those clearances that involve the most sensitive access (e.g., SAP, SAR, and SCI) and/or those that are the most outdated, should be submitted first. (Note: the date of the investigation can be found on the "Letter of Consent" or on the Validation Listing sent to you from DSS/DISCO).

Your efforts, and those of the military services which are initiating similar review and submission programs, will help us in this very important endeavor to continue to eliminate the PR backlog.

It is essential that we process only those PRs which are actually necessary. Therefore, prior to submitting an individual for a PR, please ensure that the individual still requires a security clearance and at the same level. If you determine that an individual currently requires access only at a lower level of classification or no longer requires a clearance, please submit a DISCO Form 562 requesting appropriate action, if you have not already done so.

We understand the magnitude of this request and we hereby offer any advice and assistance that we can extend. Attached for your quick reference is a "Question and Answer" sheet that we hope you will find useful. If you have additional questions, please feel free to contact your local Industrial Security Representative or Deborah Dionne at DISCO on (614) 692-1077 or Susan Culp on (614) 692-1078. Thank you for your expeditious handling of this vital national security tasking.

Sincerely,

  
CHARLES J. CUNNINGHAM JR.  
Director

Attachment

**QUESTIONS & ANSWERS  
PERIODIC REINVESTIGATIONS IN INDUSTRY**

1. **QUESTION:** Why is Defense Security Service (DSS) requesting additional PRs from industry when initial clearance processing is taking so long?

**ANSWER:** The continuing evaluation of cleared individuals is just as important, if not more so, as the initial evaluation. A cleared individual has more opportunity to commit espionage than one who is not. The backlog of PRs in industry and government has reached unacceptable levels. Additionally, DoD has now authorized funding specifically to eliminate the PR backlog for industry in FY 00 and FY 01. This notification supports the efforts of the DoD to eliminate further the backlog of PRs on all employees performing sensitive and important duties within the Department, including cleared contractors.

2. **QUESTION:** Our cleared facility already has submitted PRs and requests for initial investigations that are pending completion. Will these additional PRs be processed prior to those other requests that have been submitted?

**ANSWER:** No, these newly requested industrial PRs will not be given priority processing over the requests for initial investigations and PRs which have already been submitted.

3. **QUESTION:** Why haven't I received a validation listing of all my cleared employees?

**ANSWER:** DSS sent out updated validation listings to all cleared facilities by December 31, 1999. Your validation listing is to be used to assist you in identifying those clearances that require a PR. If you did not receive your updated listing, please send a letter to DISCO, ATTN: DOPP, P.O. Box 2499, Columbus, Ohio 43216-5006.

4. **QUESTION:** How often can a validation listing be requested?

**ANSWER:** A validation listing should not be requested more than once every six months.

5. **QUESTION:** To the extent possible, how should we prioritize our submission of these newly requested PRs

**ANSWER:** Please concentrate on those clearances that involve the most sensitive access (e.g., SAP, SAR, and SCI) and/or those that are the most outdated. (Note: The date of investigation can be found on the "Letter of Consent".)

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6. **QUESTION:** We understand that DSS is contracting out investigations to private vendors. Will these private vendors be conducting any of the industry initial investigations or PRs?

**ANSWER:** DSS is planning to contract some industry investigations to private vendors to assist the DSS agents to reduce our backlog. However, details as to how that effort will be conducted for industry investigations have not yet been resolved.

7. **QUESTION:** Will DSS be requesting additional PR submissions?

**ANSWER:** Yes, once the backlog is eliminated, PRs will be requested on a continual basis as required.

8. **QUESTION:** Will I need to submit fingerprint cards with my PR requests?

**ANSWER:** For SECRET and CONFIDENTIAL, yes. For TOP SECRET, no. Occasionally, DISCO may request a fingerprint card after you have submitted the PR request. This will be rare, however.

9. **QUESTION:** Whom can I contact if I have additional questions?

**ANSWER:** Please feel free to contact your local Industrial Security Representative or call Deborah Dionne on (614)692-1077 or Susan Culp on (614)692-1078 at DISCO if you have any additional questions. Dionne and Susan should be contacted regarding PRs only. Please call the DISCO Customer Service number for any other questions concerning clearances.